



# FISH HABITAT SPECIALIST

Departmental Open Examination

Spot – Humboldt County

Final File Date: **August 12, 2019**

**Department:** California Conservation Corps

**Bulletin Release Date:** July 29, 2019

**Type of Exam:** Departmental Open

**Monthly Salary:** \$4,198 – \$5,256

## EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

## WHO SHOULD APPLY

Anyone who meets the minimum qualifications as stated on this announcement. Applications will not be accepted on a promotional basis. Career credits do not apply.

## HOW TO APPLY

Complete, print, and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will **not** be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Please include **Fish Habitat Specialist – Exam Code 9CQ09** on the front page of the application.

File by mail or  
in person: California Conservation Corps  
1719 24<sup>th</sup> Street  
Sacramento, CA 95816  
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. Applications may be obtained by either clicking here <https://calcareers.ca.gov/pdf/STD678.pdf> or by logging into your CalCareers account and printing a copy. Send your completed application to the address above. Please make sure to sign your application.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodations, contact the CCC Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hard of hearing at (800) 735-2929 for TTY phones or at (800) 735-2922 from voice phones.

## POSITIONS

One position exists in Humboldt County with the California Conservation Corps located at the Fortuna Center.

## THE POSITION

Under general direction, plan and coordinate fish habitat development activities for the California Conservation Corps. Responsible for negotiating access permits, authorizations and arrangements with private landowners, private organizations and public agencies to allow the CCC to accomplish fish habitat development projects; identifying habitat development needs in streams and lakes, including development of appropriate specific area programs and projects that include assessing area fishery needs, site and structure identification and sketches, necessary flagging and other on-site marking; assigning of appropriate CCC crew, and developing of all necessary permits and agreements; conducting frequent quality control inspections on projects in progress and completed; providing liaison between CCC fish habitat development crews, the Department of Fish and Wildlife, and other agencies and private organizations; conducting training in habitat inventory, barrier modification, and structure design and construction for CCC supervisors, Technical Advisors, and corpsmembers; assisting with annual budget development and with development of requests for additional special funding.

## EXAMINATION INFORMATION

### Education & Experience - Weighted 100%

This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. Completion and submittal of the state application (STD. 678) by the final filing date will constitute the entire examination. For this reason, candidates should take special care in accurately and completely filling out their application. List **all** experience relevant to the "Minimum Qualifications" section of this announcement.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications (MQs) required.

A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time base, and if applicable, civil service classification titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, applicants who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### Either I

One year of experience in the California state service performing duties comparable to those of a Fish Habitat Assistant.

### Or II

Two years of experience in the California state service performing duties comparable to those of a Fish and Wildlife Assistant II.

### Or III

Three years of experience in the natural resources field such as parks, forestry, or fish and wildlife, performing construction and maintenance work on habitat development projects, at least two years of this experience must have been as a lead person. (Experience in the California state service applied toward this specialized two years of experience must be performing the duties of a class with a level of responsibility equivalent to Fish Habitat Assistant.) **and**

**Education equivalent to completion of the 12th grade.**

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for use by the California Conservation Corps to fill one vacancy in Humboldt County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## KNOWLEDGE AND ABILITIES

### Scope

#### A. Knowledge of:

1. Fisheries management activities in California.
2. Stream improvement procedures.
3. Design, construction and installation of fish screens, ladders, and traps and the materials used.
4. Principles of water flow.
5. Laws, regulations and departmental policies relating to fisheries management and conservation.
6. Fisheries survey and management techniques.
7. Principles and techniques of safety and training.
8. Administration of habitat restoration contracts.

#### Ability to:

1. Communicate effectively.
2. Plan, organize and direct the work of a staff and a field installation.
3. Analyze situations accurately and take effective action.
4. Perform a wide variety of skilled work involving metal fabrication, concrete, carpentry, and the operation of construction equipment.
5. Establish and maintain cooperative relations with those contacted in the work.
6. Keep records and write reports.
7. Administer habitat restoration contracts.
8. Work with other governmental agencies and private consulting firms.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to live and work throughout the State; willingness to work unusual hours and on Saturdays, Sundays and holidays.

## SPECIAL PHYSICAL CHARACTERISTICS

Ability to swim at least 50 yards and stay afloat at least five minutes. Ability to lift 40 pounds.

## ADDITIONAL DESIRABLE QUALIFICATIONS

Working knowledge of computers and software; State of California Division of Occupational Safety and Health Blaster's Certification; and State of California Food and Agriculture Qualified Applicator Certificate.

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

## CONTACT INFORMATION

If you have questions about this exam, please contact Donna Tritt, the Exam Analyst at (916) 341-3140 or by email at [donna.tritt@ccc.ca.gov](mailto:donna.tritt@ccc.ca.gov).

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**State applications (STD. 678)** are available at the California Department of Human Resources, local offices of the Employment Development Department, and accessible on the internet at [www.jobs.ca.gov](http://www.jobs.ca.gov), or at <https://ccc.ca.gov/staff-jobs/>.

**If you meet the requirements stated on this examination bulletin**, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

**The California Conservation Corps reserves the right** to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Eligible lists are established by competitive examination**, regardless of date, and must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps or five years after graduation if the competitor has participated in a CCC scholarship program). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

**Veterans' Preference:** Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as *any open* competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

**How to apply for Veterans' Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.